

## DISTRICT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

**General Reporting Instructions:** These reports are to be submitted **annually** with the 4th quarter of Parts 1 and 2. Case age measurement occurs at different stages of a case depending on case type. Refer to specific instructions to determine measurement criteria for each case type. **Disposition is based on the definitions in Part 2.**

**Each judge and attorney magistrate of a court shall report their case data individually by bar number.** When cases from a judge's caseload are assigned to a judge of another court by the SCAO, the court must still report them; however, it is at the court's discretion whether they report assigned cases under the bar number of the original judge or under the bar number of the assigned judge. Do not report them under both. Cases that are assigned to a non-attorney magistrate or that are not assigned to either a judge or magistrate are to be reported under a "generic" bar number identifier "P999999." For any case that is reassigned internally, the court must report the case under the bar number of the judge to whom it is assigned at the time the case is disposed, or under the bar number of the judge to whom it is assigned if the case remains pending at the end of the reporting period.

**Cases that have been reported disposed under "Inactive Status"** (as defined by that line in Part 2 of the caseload instructions) **are not adjudicated and shall not be reported on these case age reports under either the column for pending or for disposition.** Once a case that has been on "inactive status" qualifies for reporting as "reopened" based on the instructions in Part 1, it must be reported on these case age reports as either pending or disposed according to its status as of December 31 of the reporting year; however, when calculating the age of the case, **subtract the time that particular case was out of the court's control on "inactive status."** Also, any other case that is reopened must be reported on these case age reports as either pending or disposed according to its status as of December 31 of the reporting year with the age calculated by **subtracting the time from the original disposition of that particular case to the reopen date.**

**"Inactive Status" defined:** A case is on "inactive status" when it has been disposed as inactive based upon the guidelines in Part 2. Delays caused for any other reason are not subtracted from the time. As stated previously, the age of a case while on inactive status shall not be reported under columns for pending or for disposition.

Although case type codes are organized in groupings, cases associated with each case type code are to be reported separately throughout this entire report. For example, although FY and EX are combined, FY cases should be reported under its own column, EX cases should be reported under its own column, etc.

**NOTE:** The total number of disposed cases reported in Part 4 (**except for Lines 1a and 2a on pages 18 and 22**) must equal the total number of disposed cases reported in Part 2 less cases disposed by methods "Inactive Status" and "Case Type Change." The number of pending cases reported in Part 4 must equal the ending pending cases calculated from the data provided in Parts 1 and 2.

### **Delay Codes for Criminal Proceedings:**

ZTA = trial adjourned for good cause other than any reason listed below (specify)  
ZPA = pretrial proceeding adjourned for good cause other than any reason listed below (specify)  
ZDE = delay in processing evidence  
ZIA = interlocutory appeal  
ZEH = evidentiary or motion hearing  
ZPE = psychiatric evaluation or hearing  
ZSC = court scheduling conflict  
ZSA = attorney scheduling conflict  
ZDU = defendant unavailable  
ZUW = witness unavailable  
ZCA = change of attorney  
ZNV = jail mittimus or writ not executed  
ZCC = court not in session/court closed  
ZCS = case consolidated or severed  
ZPI = illness of a party  
ZJA = judicial absence  
ZOC = docket congestion  
ZOT = other (specify)

## DISTRICT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

### Report A1: Delay in Criminal Proceedings - Disposed Cases

**The following information must be reported monthly by assigned judge.** See page 17 for instructions in determining the assigned judge. For each case disposed after 91 days, provide the case number, the case type code, the defendant's name, the exact age of the case in days at time of disposition, and the reason(s) for delay. In providing reasons for delay, use the delay codes listed on page 17, and enter under every code that applies the number of times that particular reason occurred on each case. A screen will be provided on the Caseload Reporting System (CRS) to enter each case as follows. If there are no cases to report, indicate that by entering "0" in the "Case Number" field. Include FY cases when they are reduced to misdemeanors and when the felony charges are disposed and only misdemeanor charges remain.

Line	Case Number	Case Type (OM, SM)	Defendant's Name (optional)	Case Age	Delay Code(s) and Number of Times Applicable
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### Report A2: Delay in Criminal Proceedings - Pending Cases

**The following information must be reported monthly by assigned judge.** See page 17 for instructions in determining the assigned judge. For each case pending with an age more than 91 days, provide the case number, the case type code, the defendant's name, the exact age of the pending case in days, and the reason(s) for delay. In providing reasons for delay, use the delay codes listed on page 17, and enter under every code that applies the number of times that particular reason occurred on each case. A screen will be provided on the Caseload Reporting System (CRS) to enter each case as follows. If there are no cases to report, indicate that by entering "0" in the "Case Number" field. Include FY cases when they are reduced to misdemeanors and when the felony charges are disposed and only misdemeanor charges remain.

Line	Case Number	Case Type (OM, SM)	Defendant's Name (optional)	Case Age	Next Action Date	Delay Code(s) and Number of Times Applicable
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**DISTRICT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE****Report B1: Delay in Criminal Proceedings - Disposed Cases**

**The following information must be reported monthly by assigned judge.** See page 17 for instructions in determining the assigned judge. For each case disposed after 91 days, provide the case number, the case type code, the defendant's name, the exact age of the case in days at time of disposition, and the reason(s) for delay. In providing reasons for delay, use the delay codes listed on page 17, and enter under every code that applies the number of times that particular reason occurred on each case. A screen will be provided on the Caseload Reporting System (CRS) to enter each case as follows. If there are no cases to report, indicate that by entering "0" in the "Case Number" field. Include FT and FD cases when they are reduced to misdemeanors and when the felony charges are disposed and only misdemeanor charges remain.

Line	Case Number	Case Type (OD, SD, OT, ST)	Defendant's Name (optional)	Case Age	Delay Code(s) and Number of Times Applicable
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**Report B2: Delay in Criminal Proceedings - Pending Cases**

**The following information must be reported monthly by assigned judge.** See page 17 for instructions in determining the assigned judge. For each case pending with an age more than 91 days, provide the case number, the case type code, the defendant's name, the exact age of the pending case in days, and the reason(s) for delay. In providing reasons for delay, use the delay codes listed on page 17, and enter under every code that applies the number of times that particular reason occurred on each case. A screen will be provided on the Caseload Reporting System (CRS) to enter each case as follows. If there are no cases to report, indicate that by entering "0" in the "Case Number" field. Include FT and FD cases when they are reduced to misdemeanors and when the felony charges are disposed and only misdemeanor charges remain.

Line	Case Number	Case Type (OD, SD, OT, ST)	Defendant's Name (optional)	Case Age	Next Action Date	Delay Code(s) and Number of Times Applicable
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